



## Assign / Tailor / Issue – Food Package

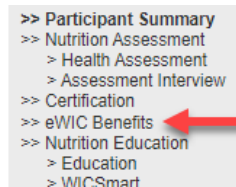
Assign – choose food package for each active participant in the family

Tailor – customize food package, allows the participant to select between different food options

Issue – activates assigned food packages for purchase with the eWIC card

### Assign Food Package

1. Click: eWIC Benefits on Participant Summary page



2. Warning will appear for infants and breastfeeding women

- Select: Breastfeeding % from dropdown

OR

Check: No Changes box

- Click: Save

**Warning** [X]

Enter the BF detail in WISPr or below

**Participant:** 2176690 - Boy Blue Vvvbbb

Infant's BF %\*  Recorded Date\*  ☐ No Changes

**SAVE** **CLOSE**

3. Select: Food package from dropdown for desired month (a)

- Click: View to see food assigned to this package (b)

#### View Issuance

sample of View pop-up

Hear Vvvggg - FP 7 - FP 7 - July 29, 2020 - July 31, 2020	
1,000	Pounds Cheese
36,000	Ounces Breakfast Cereal
2,000	Dozens Eggs
6,000	Cans Canned Fish
11,000	Cash Value Benefits Fresh Fruit & Vegetables
2,000	Containers Peanut Butter/Beans
1,000	Pounds Cheese
5,000	Gallons Milk - Skim & 1%
1,000	Quarts Yogurt - Low Fat/Non Fat
16,000	Ounces Whole Grains
3,000	Cans Juice - 12oz Frozen

#### Assign Food Package

##### Food Packages Issued

Client's Age	First Use Date	Base Food Package	Assign Food Package
No Issuances			

Food Package Assignments Must Be Prorated to 50.0% for 3 Days (07/29/2020 - 07/31/2020)

Client's Age	First Use Date	Base Food Package	Assign Food Package		
40 Years	07/29/2020	FP 7	<input type="text"/>	<b>a</b> <b>b</b> <b>c</b>	<b>month</b>

Food Package Assignments for Months That Can Be Issued

Client's Age	First Use Date	Base Food Package	Assign Food Package		
40 Years	08/01/2020	FP 7	<input type="text"/>	<b>a</b> <b>b</b> <b>c</b>	<b>month</b>
40 Years	09/01/2020	FP 7	<input type="text"/>	<b>a</b> <b>b</b> <b>c</b>	<b>month</b>

- Click: Tailor to tailor food package (c) (see Tailor section below)

4. Click: Save

- **Note:** if tailoring food package, save after tailoring

**SAVE** **CANCEL**



## Tailor Food Package

1. Click: Tailor on assign food package page
2. Enter: Desired quantity of Subcategory (b) food in the Current (c) column
3. Add or subtract Subcategory (b) foods within the Food Basket (a) to create a total within the accepted Limit (d)
  - Accepted limits are for Subcategory (b) and Food Basket (a)
    - Food basket totals include all the subcategory foods in that basket
  - Exclamation mark in a black circle (e) indicates the food basket quantity is out of limit range
    - Hover over exclamation mark to see if over or under limit

**Note:** unit of measure may vary within a food basket

1 gallon = 4 quarts, 1 pound = 3 quarts, 1 can = .75 quart

a Food Basket	b Subcategory	c Current	d Limit
Milk	Cheese	13.000	15.000 - 16.000 Quarts
	Evaporated Milk - Skim & 1%	0.000	0.000 - 1.000 Pounds
	Milk - Skim & 1%	0.000	0.000 - 21.000 Cans
	Powdered Milk - Skim & 1%	3.000	0.000 - 4.000 Gallons
	Yogurt - Low Fat/Non Fat	0.000	0.000 - 16.000 Quarts
	Whole Grains	1.000	0.000 - 1.000 Quarts
	Whole Grains	32.000	32.000 - 32.000 Ounces
	Whole Grains	32.000	32.000 - 32.000 Ounces

SAVE CANCEL

4. Click: Save
5. Tailored food package will show in the “Assign Food Package” box
  - Both original and tailored food packages are available for assigning
6. Select: Food packages for all months desired
7. Click: Save to assign food packages

Assign Food Package

1T - FP 4

FP 4 original

1T - FP 4 tailored

- » eWIC Benefits ▾
  - » Assign Food Package
  - » Card History
  - » Card Management
  - » eWIC Activity
  - » eWIC Balance
  - » Issuance
  - » Insurance History

- ## Benefit Issuance

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IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**  
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